

## Supplemental Security Income Smartphone Wage Reporting Application - Instructions



Beneficiaries, deemors and representative payees reporting a change in wages can report their monthly wages via the **SSI Mobile Wage Reporting Application** available in the Android Play and Apple/iTunes Markets. These instructions explain what beneficiaries, deemors, and representative payees need to do in order to use the smartphone applications to report monthly wages. Using the following charts to help you calculate your monthly wages is voluntary. Beneficiaries, deemors and representative payees who would rather not report wages by smartphone application can use traditional reporting methods such as mailing or bringing paystubs into their local Social Security office. Monthly reporters who experience technical difficulties should contact their local field office for assistance.

### **When you should report wages**

Report wages during the first 6 days of the month. You can choose which of the 6 days to report. However, you will not be able to report wages using your smartphone application after the sixth day of the month. If you miss reporting wages during the first 6 days of the month, report the wages to your local Social Security office.

### **Things you need to report wages using your smartphone application**

- The Social Security number of the person who is reporting wages (the reporter)
- The Social Security number of the wage earner
- The TOTAL amount of gross wages received by the wage earner (Gross wages are the amount of pay before taxes and other deductions)
- The **reporter's** name as it appears on their Social Security card

### **How to figure the total wages for each month**

Fill in the blanks on the attached worksheets. Use your worksheet to report wages when you use your smartphone application.

### **Who is the Wage Earner?**

A wage earner is the person who is working and receiving wages or payment for working. You are the wage earner if you are working and you are reporting your own wages. If you are reporting someone else's wages, then the wage earner is the person whose wages you are reporting.

## How to Download the **SSI Mobile Wage Reporting** App to Your Device

### **Android**

On your mobile device (from the Google Play Store app)

1. Click the "Google Play" icon. Click the "Search icon" on your screen and type “**SSI Mobile Wage Reporting**” into the search bar that appears.
2. Navigate to the **SSI Mobile Wage Reporting** application and tap to select it - the details screen will appear, and you can read more about the app, its features and the developer.
3. Tap the Download button.
4. Tap Accept & download to accept the permissions for the app - your item will start downloading immediately.

### **Apple/iTunes**

On your mobile device (from the Apple App Store)

1. Click the "App Store" icon on the home screen of your iPhone. Click "Search" at the bottom of the screen and type “**SSI Mobile Wage Reporting**” into the search bar that appears.
2. Tap the icon that appears to reach additional information about the app, including developer notes, screen shots and user ratings.
3. To download the **SSI Mobile Wage Reporting** app tap the button that contains the word "Free." Once the download status bar under the new icon on your iPhone has completed, you can access and begin using the new app.

## How to Fill-in the Worksheet

### Date Paid

Use Box **A** to show the date paid (payday).

Date Paid is the date (Month, Day, Year) the wage earner is paid (pay day).

### Gross Wages

Use Box **B** to show the gross amount of wages. Enter dollars and cents (\$ X,XXX. cc).

Use the wage earners pay stub to find the gross wages. Gross wages are the amount of pay before taxes and other deductions. Do **not** enter net wages, the amount of take home pay on the paycheck, or the direct deposit amount to your bank. Do **not** enter the total wages for the year, also called the year-to-date (YTD) amount.

### Use a Separate Line for Each Pay

You should fill-in a line for each pay date in a month.

If the wage earner is paid 2 times a month, you should fill-in **Line 1** and **Line 2**. If the wage earner is paid 3 times a month, you should fill-in **Line 1**, **Line 2** and **Line 3**.

If the wage earner is paid 4 times a month, you should fill-in **Line 1**, **Line 2**, **Line 3**, and **Line 4**.

If the wage earner is paid 5 times a month, you should fill-in **Line 1**, **Line 2**, **Line 3**, **Line 4** and **Line 5**.

If the wage earner gets an extra check for special pay such as an award, bonus, or unused vacation, or any other reason, use a separate line to enter the pay date and gross wages.

How Wage Earner Paid	Number of Pays a Month
Paid Weekly	4 Pays or 5 Pays
Paid Bi-Weekly (Every 2 Weeks)	2 or 3 Pays
Paid Bi-Monthly	2 Pays
Paid Monthly	1 Pay

### Total Gross Wages

Use Box **C** to enter the total amount of gross wages.

Add together all gross wages in Box **B** for each line where you have wage amounts. This is your total. Put the total in Box C TOTAL.

Please double check that you only include dates and amounts that you received in the month shown at the top of the page.

You are now ready to report total gross wages received.

Remember, consistent monthly wage reporting helps prevent SSI overpayments and underpayments.

### **SSI Mobile Wage Reporting Application Access Code**

You will use your secure access code to enter the application. Only you or the person inputting your wages into the application should use this code. Please do not share your Access Code with anyone else.

**Your access code is AETJRBJ.**

## Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. §3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 5 minutes to read the instructions, gather the facts, and answer the questions.

You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed report.

The OMB control number for the Supplemental Security Income Telephone Wage Reporting System and the associated instructions package is 0960-0715; expiration date 07/31/2013.

## Supplemental Security Income Wages for September 2012

### Wages for **SEPTEMBER**

### Days to report in **OCTOBER**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6

BOX A				BOX B			
Line <b>1</b>	Date Paid:	September	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>2</b>	Date Paid:	September	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>3</b>	Date Paid:	September	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>4</b>	Date Paid:	September	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>5</b>	Date Paid:	September	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>6</b>	Date Paid:	September	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
<b>Box C</b>				<b>TOTAL Gross Wages</b>			
				\$	□ □, □ □ □ . □ □		

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
September 2012

**KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

## Supplemental Security Income Wages for October 2012

### Wages for **OCTOBER**

### Days to report in **NOVEMBER**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6				

BOX A				BOX B			
Line <b>1</b>	Date Paid:	October	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>2</b>	Date Paid:	October	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>3</b>	Date Paid:	October	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>4</b>	Date Paid:	October	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>5</b>	Date Paid:	October	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>6</b>	Date Paid:	October	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
<b>Box C TOTAL Gross Wages</b>				\$	□ □, □ □ □ . □ □		

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
October 2012

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## Supplemental Security Income Wages for November 2012

### Wages for **NOVEMBER**

### Days to report in **DECEMBER**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6		

BOX A				BOX B			
Line <b>1</b>	Date Paid:	November	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>2</b>	Date Paid:	November	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>3</b>	Date Paid:	November	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>4</b>	Date Paid:	November	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>5</b>	Date Paid:	November	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>6</b>	Date Paid:	November	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
<b>Box C      TOTAL</b>				<b>Gross Wages      \$</b>			
				□ □, □ □ □ . □ □			

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
November 2012

**KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**



## Supplemental Security Income Wages for December 2012

### Wages for **DECEMBER**

### Days to report in **JANUARY**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6						

BOX A				BOX B			
Line <b>1</b>	Date Paid:	December	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>2</b>	Date Paid:	December	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>3</b>	Date Paid:	December	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>4</b>	Date Paid:	December	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>5</b>	Date Paid:	December	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>6</b>	Date Paid:	December	____, 2012	Gross Wages:	\$	□, □ □ □ . □ □	
<b>Box C</b>				<b>TOTAL</b>	\$	□ □, □ □ □ . □ □	
				<b>Gross Wages</b>			

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
December 2012

**KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

## Supplemental Security Income Wages for January 2013

### Wages for **JANUARY**

### Days to report in **FEBRUARY**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6			

BOX A				BOX B											
Line <b>1</b>	Date Paid:	January	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>2</b>	Date Paid:	January	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>3</b>	Date Paid:	January	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>4</b>	Date Paid:	January	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>5</b>	Date Paid:	January	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>6</b>	Date Paid:	January	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
<b>Box C</b>				<b>TOTAL</b>	Gross Wages	\$	□	□	,	□	□	□	.	□	□

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
January 2013

**KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

## Supplemental Security Income Wages for February 2013

### Wages for **FEBRUARY**

### Days to report in **MARCH**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6			

BOX A				BOX B											
Line <b>1</b>	Date Paid:	February	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>2</b>	Date Paid:	February	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>3</b>	Date Paid:	February	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>4</b>	Date Paid:	February	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>5</b>	Date Paid:	February	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line <b>6</b>	Date Paid:	February	___, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
<b>Box C</b>				<b>TOTAL</b>	Gross Wages	\$	□	□	,	□	□	□	.	□	□

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
February 2013

**KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

## Supplemental Security Income Wages for March 2013

### Wages for MARCH

### Days to report in APRIL

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6

BOX A				BOX B			
Line <b>1</b>	Date Paid:	March	____, 2013	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>2</b>	Date Paid:	March	____, 2013	Gross Wages:	\$	□, □ □ □ □ . □ □	
Line <b>3</b>	Date Paid:	March	____, 2013	Gross Wages:	\$	□, □ □ □ □ . □ □	
Line <b>4</b>	Date Paid:	March	____, 2013	Gross Wages:	\$	□, □ □ □ □ . □ □	
Line <b>5</b>	Date Paid:	March	____, 2013	Gross Wages:	\$	□, □ □ □ □ . □ □	
Line <b>6</b>	Date Paid:	March	____, 2013	Gross Wages:	\$	□, □ □ □ □ . □ □	
<b>Box C TOTAL Gross Wages</b>				\$	□ □, □ □ □ □ . □ □		

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
March 2013

**KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

## Supplemental Security Income Wages for April 2013

### Wages for APRIL

### Days to report in MAY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6					

BOX A				BOX B											
Line 1	Date Paid:	April	____, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line 2	Date Paid:	April	____, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line 3	Date Paid:	April	____, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line 4	Date Paid:	April	____, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line 5	Date Paid:	April	____, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
Line 6	Date Paid:	April	____, 2013	Gross Wages:	\$	□	,	□	□	□	.	□	□		
<b>Box C</b>				<b>TOTAL</b>	Gross Wages	\$	□	□	,	□	□	□	.	□	□

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
April 2013

**KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

## Supplemental Security Income Wages for May 2013

### Wages for **MAY**

### Days to report in **JUNE**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6		

		BOX A		BOX B			
Line <b>1</b>	Date Paid:	May	___, 2013	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>2</b>	Date Paid:	May	___, 2013	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>3</b>	Date Paid:	May	___, 2013	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>4</b>	Date Paid:	May	___, 2013	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>5</b>	Date Paid:	May	___, 2013	Gross Wages:	\$	□, □ □ □ . □ □	
Line <b>6</b>	Date Paid:	May	___, 2013	Gross Wages:	\$	□, □ □ □ . □ □	
<b>Box C</b>		<b>TOTAL Gross Wages</b>		\$	□ □, □ □ □ . □ □		

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for  
May 2013

**KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**